



Washington State Criminal Justice Training Commission Case Management Assessment Process 1417-1 December 02 - 06, 2013

STUDENT INSTRUCTIONS

CHECK-IN FOR LODGING

You are requested to report to the Cascade Center at the front desk on **Monday, December 02, 2013 at 7:30 AM**.

NOTE COST PER STUDENT - The Juvenile Services Academy (80 hrs) per WAC 139-10-237 includes a variety of core field supervisions skills: Standards of Conduct, Overview of the Juvenile Justice System, Legal Issues, Mental-Health Issues, Gender Issues, Personal Safety, and Gangs. Separate from these core skills, as defined in WAC 139-10-237, the Juvenile Court Administrators require staff to attend an additional 40 hrs of training on their specific case management system (CMAP). This training is **not state mandated**; therefore, **WSCJTC charges food/lodging expenses** to host the CMAP training which are direct cost only. **Due to this course being non-mandated**, CJTC does **not guarantee** lodging. We will know **one week before the course** is to start if lodging is available and a notification will be emailed to those who qualify for lodging regarding whether or not CJTC has lodging. **Meals and lodging is provided to academy applicants that work in excess of 40 miles from the Commission.** If you have questions, please contact the registrar at coaregistrar@cjtc.state.wa.us.

ARRIVAL (Day 1)

You are requested to report on **Monday, December 02, 2013, at 8:30 AM** to the Criminal Justice Training Commission, 19010 1st Ave S, Burien. Classroom hours are from 9:00 AM to 4:30 PM Monday through Friday.

CHECK-OUT FOR LODGING

Students residing in the dorms on campus must check out by 9:00 AM on the last day of the academy.

MEALS

Full food service is provided to eligible live-in attendees at the Criminal Justice Training Commission. This service includes breakfast (\$5.68), lunch (\$7.57) and dinner (\$10.42), Monday through Thursday, and breakfast and lunch on Friday, for each academy week. You need to sign the meal roster provided by the cafeteria cashier prior to 8:00 AM on the first day of the Academy.

Reimbursement will be provided with receipts for student expenditures incurred for eligible dates during an academy. The amount reimbursed requires the submission of original unaltered receipts. The Commission will not reimburse for alcohol purchased with a meal or individually. The following amounts cannot be exceeded for meals per Washington State per diem rates as specified by Office of Financial for King County: Breakfast \$18; Lunch \$21; Dinner \$32.

PLEASE NOTE: This meal reimbursement is available to Academy students who may find it inconvenient or impossible to return home on weekends or holidays due to substantial community distance. Claims must be made within five working days of the date claimed.

FOOD / BEVERAGE

Beverages are permitted in classrooms; the container should be covered to reduce/prevent spills. **NO FOOD IS PERMITTED IN CLASSROOMS.** All food items are to be consumed in the cafeteria or outdoors.

SMOKING / ALCOHOL

Alcohol and controlled substances are not permitted anywhere within Commission dormitories or on the Commission premises. Smoking is prohibited in Commission housing. Smoking is permitted outside Commission housing in designated areas. Participants are required to use the available ashcan to extinguish and dispose of cigarettes. Smokeless tobacco is also prohibited in dormitory housing.

TELEPHONE

You should advise your family and agency of how to reach you at the Training Commission in the event of an emergency. Telephone messages will be delivered to the Training Coordinator who will then deliver the message to the student. Staff office phones are available for student use to communicate with their agencies.

EMERGENCY ONLY: Front Desk (206) 835-7300

MAIL

Incoming mail must be addressed as follows:

Jane/John Doe
c/o WSCJTC / *write academy name*
19010 First Avenue South
Burien, WA 98148-2055
Confidential

FIREARMS

Firearms, ammunition and O.C. Spray are **not** permitted anywhere on WSCJTC premises.

LOCKERS

In order to secure your gymnasium locker, you must bring your own padlock to secure the locker provided in the training building. However, we do provide secured lockers near the classrooms. Locks left on lockers after attendees complete training and return to their agencies will be cut off and discarded.

EQUIPMENT

Students are encouraged to bring laptops; however, the WSCJTC will not be responsible for any lost, damaged, or stolen laptops/equipment.

ATTIRE

For classroom wear, you are required to wear the uniform issued by your agency. In the event uniforms are not issued, you are to wear clean, well-kept slacks/skirts, sport shirts/blouses, and appropriate footwear. Jeans of any color, shorts, sweatshirts and T-shirts are not appropriate attire for Academy classroom attendance.

PARKING

There is adequate parking space available in the student parking area.

COST

There is no instructional cost for the student or his/her department.

TRAVEL

Travel will be your and/or your agency's responsibility.

RESPONSIBILITY FOR INJURIES

Although instructors will at all times maintain a high degree of care for the safety of all persons who attend the academy, it must, of course, be understood that neither the Criminal Justice Training Commission, nor any of the cooperating agencies can or will assume financial responsibility for injuries or illness suffered as a result of any training received, nor can or will be responsible for any loss to students as a result of damage to their property through fire, theft or other causes. Each student must understand that you participate at your own risk, and that a signed "Statement of Fitness" may be required for certain purposes.